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IMPROVEMENTS IN INFORMATION REPORT FORMS,
LAST HALF, FY56

FILED:

RETURN TO

RECORDS MANAGEMENT DIVISION

*RMS
Forms
File*

FORM NO. 1

1. Revised March 56 - minor refinements brings form into closer alignment with OO reports and mats used in field prepared CS Reports.
2. Saved \$4500.00 annually by:
 - a. Changing mat size on Form 1 and blank continuation mats from 10X15 to 8 $\frac{1}{2}$ X15.
 - b. Changing mat quality from medium run, preprinted stock mats to short run blank mats for both Form 1 and unprinted continuation sheets.

FORM NO. 1a

1. Revised March 56 - minor refinements made, form now compatible with Form 1 and other mats used in field prepared CS Reports; in closer alignment with OO Reports
2. Silicone overcoating specified on face of dual carbon sheet in lieu of aluminum-wax.
 - a. Cleaner
 - b. Sharper
 - c. Less weight in set - reduces shipping costs.
 - d. Comprehensive instructions printed on smudge sheet preventing field sending used smudge sheets and carbons to Headquarters.

FORM NO. 1a-1

1. Revised March 56 - Compatible with other CS and OO Reports in basic format
2. Silicone overcoating on face of dual carbon sheet specified in lieu of aluminum-wax
 - a. Cleaner
 - b. Sharper
 - c. Weight less - saves shipping costs
 - d. Provided instructions; will prevent used smudge sheets and carbons from being sent by field to Headquarters.

FORM NO. 1a-2 - Work Sheet for Form 1

1. Last revised July 55
2. Minor revisions required to provide identical format to Form No. 1

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FORM NO. 1b

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1. Revised March 56 - same changes as made on 1 and 1a.
2. Instructions provided for same reasons as on 1a and 1a-1.
3. Carbon quality further improved by harder formula, more polishing, to reduce smudging

FORM NO. 1c

1. Revised March 56 - Compatible with other continuation sheets
2. Improved instructions
3. Improved carbon quality

FORM NO. 1d

1. Revised March 56 - Consolidation of 2 items "Place Acquired" and "Date Acquired" into single "Place and Date Acquired" makes OO Report more compatible with CS Reports.
2. Reduction of gripper space, control statement type size and rearrangement of Distribution boxes provided 4 extra full typing lines in body of report.
3. Mat perforation (bottom) strengthened.

FORM NO. 1e

1. Revised April 56
2. Guide markings provided for typists at bottom on both sides to show them how far they are from the bottom typing line.
3. This refinement will probably be added to other continuation sheets when next printed as an extra refinement.

FORM NO. 1f

1. Form now being revised
2. Items are being consolidated and order switched to make it compatible with Form 1d.

FORM NO. 1g

1. New Form - Replaced Forms 51-4B and 51-4C which becomes obsolete when old stocks are exhausted.
2. Format identical to Form 1d except that more space is provided in body.
3. Short run mats specified in lieu of long run mats.
4. Adoption of form means all OO-W, OO-F, and OO -M reports will be typed on this rather than separate forms.
5. Prevented adoption of a proposed new Translation form.

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FORM NO. 1h

1. Needs revision - change format to that of Field Info. Report portion of Forms 1a and 1b
2. Specify black, silicone overcoated spirit carbon rather than purple O/C aluminum - wax.

FORM NO. 1i

1. Obsoleted 20 February 56
2. Replaces with 1h
3. Saved immediately expenditure of \$490.00

FORM NO. 1j

1. Obsoleted 20 February 56
2. Run-off copies will be obtained by printing the format on Form 1 on blank yellow paper, when needed.

FORM NO. 1k
1k-1
1k-2

1. Procured in March 56, placed in use June 56
2. Refinement of procedures and forms developed over past several years.
3. Eliminates completely need for all CS Follow-up Reports to all CSPD Reports saving a minimum.
 - a. 20,000 man hours
 - b. \$90,000.00 each year
4. Change in system from hecto to offset planned for next year. Size of forms may then be increased to 8X14. Further refinements will be made to line up with other formats.

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